

Adjutant General's Department

11/17/2014

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Wichita	1,2,3	Unclassified	Re-Opened Senior Administrative Assistant https://www.da.ks.gov/ps/pub/reginfo.asp?id=179059	184 th IW	Until Filled
Topeka	1	Unclassified	NEW Accountant III https://www.da.ks.gov/ps/pub/reginfo.asp?id=179222	Comptroller	Nov, 20, 2014
Topeka	1,2,3	Unclassified	NEW Accountant II https://www.da.ks.gov/ps/pub/reginfo.asp?id=179221	CFMO	Nov 26, 2014
Salina	1,2,3	Unclassified	Facilities Specialist https://www.da.ks.gov/ps/pub/reginfo.asp?id=179101	CFMO	Until Filled
Topeka	1,2,3	Unclassified	Planner II https://www.da.ks.gov/ps/pub/reginfo.asp?id=179085	KDEM	Nov 21, 2014
Topeka	1,2,3	Unclassified	Environmental Scientist IV https://www.da.ks.gov/ps/pub/reginfo.asp?id=178999	KDEM	Nov 17, 2014
Topeka	1,2,3	Unclassified	Law Enforcement Officer https://www.da.ks.gov/ps/pub/reginfo.asp?id=178897	JFHQ Security	Until Filled
Topeka	1,2,3	Unclassified	Resource Protection Officer https://www.da.ks.gov/ps/pub/reginfo.asp?id=178893	JFHQ Security	Until Filled
Topeka	1,2,3	Unclassified 999 hours	Resource Protection Officer-999'r https://www.da.ks.gov/ps/pub/reginfo.asp?id=178089	JFHQ Security	Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1, 2, 3.

HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to stephanie.k.burdett.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov OR contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

MEETING MINIMUM QUALIFICATIONS: In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

REQUIRED DOCUMENTS: The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, stephanie.k.burdett.nfg@mail.mil.

Senior Administrative Assistant Kansas Air National Guard - McConnell AFB - Wichita, KS

Requisition #179059 - Open until filled - Job Summary: Unclassified, Full-Time, 40 hours per week, \$14.30 - \$16.16 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: This position will answer, screen and route phone calls. Greet and direct customers/visitors. Collect, receive, sort, and distribute incoming mail and prepare outgoing mail. Prepare common office forms and reports. Schedule appointments, meetings, conference room and classroom use. Provides basic factual information to customers by phone, email, face to face, or by routine correspondence. Verify documents for accuracy and completeness. Type forms or correspondence received in draft form from other Civil Engineer Squadron (CES) personnel. Enters and manipulates data and information by creating simple word processing templates, form letters, database tables, and spreadsheets. Proofreads for proper coding, classification, mathematical accuracy and compliance with procedures. Manage and order office supplies through Production Control as needed by CES personnel and manage CES social functions. Manage paper and electronic official records in the Electronic Records Management (ERM) system in accordance with applicable publications. Ensure timely and accurate disposition of records. Create, maintain, and distribute unit delegation letters to appropriate personnel/agencies. Facilitate and coordinate security badges with 22 SFS base access for CES contractors. Provide or arrange escorts for CES visitors as needed. Create AROWS Military Pay Orders, Defense Travel System (DTS) travel authorizations and DTS vouchers, Create and manage Appointment letters, update numerous databases, Run and manage monthly reports, file and update spreadsheets/charts.

How will I be screened? (Required Qualifications): One year of experience in general office, secretarial, receptionist, and data entry work. Must have the ability to establish and maintain effective working relationships with coworkers and representatives of other agencies or departments. Must have the ability to organize and clearly express information in concise written form. Must have the ability to read, comprehend and apply pertinent rules and regulations. Incumbent should have good Microsoft Office skills, i.e., Outlook, Excel, Word, etc., as well experience with Acrobat pdf documents.

Performance Standards: To be successful, the expectation is that a candidate will be able to perform the essential functions of the position with limited supervision.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license or State ID and the ability to obtain and maintain a Department of Defense Security Clearance.

Accountant III JFHQ - Comptroller's Office - Topeka, KS

Requisition # - Open until November 20, 2014 - Job Summary: Classified, Full-Time, 40 hours per week, \$21.13-22.72 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: This position Works with Accountant IV in auditing and reviewing expenditure requests, develop and maintain required periodic reports, requests for Out-of-State travel, for Cooperative Agreements (Federal Grants), Manages the agency Procurement Card Program. This includes work flows, fiscal reports, data analysis, budget projections, periodic and fiscal year reconciliations with STARS, salary & wage projections, cash flow plans for cooperative agreements, coordination with KS Air & Army National Guard budget officers to ensure compliance with Federal/State Cooperative Funding Agreements with the National Guard Bureau.

How will I be screened? (Required Qualifications): : Desire degree in accounting or business; knowledge of MS-Access & Excel; budgeting procedures; and good organization and communication skills. Three (3) years' experience in professional accounting/auditing work.

Preferred Applicants: Will possess knowledge of State of Kansas' Statewide Human Resources and Payroll Systems (ShaRP), Statewide Management Accounting and Reporting Tool (SMART) and demonstrate accounting knowledge and experience. Ability to evaluate the soundness of financial practices and the compliance with state and federal laws and regulations. Ability to detect and reconcile discrepancies in financial records.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

Good organizational work habits. Ability to establish and maintain effective working relationships with co-workers and representatives of other agencies or departments.

Performance Standards: To be successful, the expectation is that a candidate will be able to perform the essential functions of the position with limited supervision.

Accountant II JFHQ - CFMO - Topeka, KS

Requisition # 179221 - Open until November 26, 2014 - Job Summary: Unclassified, Full-Time, 40 hours per week, \$19.16 - \$25.87 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: This position serves as the Accountant for multiple cooperative agreements for statewide multi-million dollar armory construction, maintenance and repair dollars, ESS program, and Range operations. Reviews, corrects, compares, assigns, logs and/or certifies expenditure codes and information (i.e. funding sources and splits, building numbers, signatures, federal and state tracking numbers, etc.) in iEMS and on '503', '508' and '504' forms (over 2,500/year-agency and federal purchasing/requisition and receiving/payment/reimbursing forms); and 'DD 3953', 'DD1348-6' and 'DD448' forms (military interdepartmental purchase requests-MIPR). Enters expenditures, real property and project information into an internal tracking devise and creates a variety of standard and specialized operating reports. Reconciles internal database/tracking devise with monthly Comptroller expenditure reports and quarterly with Real Property Operations and Maintenance; the Military Construction accounts; and Electronic Security, Range and Training Land. Prepares, edits, consolidates and/or submits monthly budget status reports, directorate's annual and multi-year state and federal budgets and budget estimates. Communicates in person, by phone, e-mail and in writing with staff of the United States Property and Fiscal Office (USPFO), State Comptroller, State finance, CFMO, military installations and managers of four Directorates at the National Guard Bureau.

How will I be screened? (Required Qualifications): Two (2) years of experience in professional accounting/auditing work. Education may be substituted for experience as determined relevant by the agency. Incumbent must have the ability to establish and maintain effective working relationships with vendors, departmental officials and the public. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

Preferred Applicants: Will possess knowledge of Knowledge of Federal/Government accounting, particularly State of Kansas and military, budgeting, and ability to use Microsoft Office, Excel and Word. Experience with federal cooperative agreements is a plus.

Facilities Specialist Construction Facilities Management Office- Salina, KS

Requisition #179101 - Open until filled - Job Summary: Unclassified, Full-Time, 40 hours per week, \$15.75 - \$21.26 per hour. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: The employee independently troubleshoots a problem or determines a facility maintenance, repair or construction problem solution, consults reference material if necessary, plans the materials and labor required, establishes a material list, performs the work. The employee must exercise a moderate amount of independent judgment. Incumbent will perform general maintenance in the following categories (but not limited to these categories):

- Complete interior and exterior finish work with paint, plaster, stains, tints or wall coverings.
- Complete carpentry and masonry repairs to match existing structure in appropriate finishes.
- Wall system construction/repair (including gypsum wallboard taping and finishing)
- Architectural hardware installation/repair to include combination lock setting via PDA.
- Grounds maintenance/tree and shrubbery care to include light mechanical repair of mowing systems.
- Window replacements to include proper trim and molding.
- Concrete placement/finishing
- Electrical wiring, trouble shooting and repair
- Replaces repairs or installs plumbing fixtures, faucets, valves, water heaters and related equipment.
- Installs tests and calibrates HVAC controls (pneumatic and electronic) for valves, dampers, etc.
- Makes field modifications to sheet metal products when necessary to ensure proper installation and function.
- Services, repairs or replace electrical appliances, motors, fuses, switches and outlets in order to provide efficient and well maintained electrical service by selecting proper materials, reading electrical schematics and using electrical instruments and hand tools.
- Troubleshoot, maintain, repair and alter existing secondary circuits, electrical systems, fire suppression systems and recommends suitable electronic replacement. Installs new breaker panels, race ways, branch conduit and circuitry.
- Demonstrates competence at the master craftsman level in two or more crafts or trades. Reviewed annually by supervisor.

Physical ability to lift and move objects weighing up to 80 pounds is required. Physical and mental ability to pass a military driver's test is required. Physical and mental ability to work at heights up to 100 ft is required. May be required to return to work or work additional hours on occasion, overtime

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How will I be screened? (Required Qualifications): Five (5) year of experience in the mechanical or building trades, have the ability to read, interpret, and works from sketches, blueprints and specifications and to evaluate, analyze and resolve construction and mechanical problems. A proactive, flexible attitude toward working outside the incumbent's specialty area to achieve team goals is essential.

Preferred Applicants: Will demonstrates competence at the master craftsman level in two or more crafts or trades,

Performance Standards: To be successful, the expectation is that a candidate will be able to perform the essential functions of the position with limited supervision.

Planner II

Kansas Division of Emergency Management -Topeka, KS

Job Summary: Full time, unclassified with benefits, state position, \$24.48 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 11/21/2014.

Job Responsibilities

Carries out a component of the planning mission of the Division which includes:

1. Interprets federal guidelines, regulations and policies that impact planning to included: state planning initiatives, County Emergency Operations Plans (CEOPs), mitigation planning, and other hazard specific plans as required.
2. Coordinates the planning process and completes plans at the state and local levels.
3. Recommends changes to program policies and regulations as related to emergency and mitigation planning.
4. Interfaces with local, state and federal staff to review state/federal policies and standards.
5. Provides technical assistance to local officials in the development of local mitigation, emergency plans, continuity of operations plans (COOP), and other plans that may be required.
6. Develops project management plans using standard industry project management techniques; then employs these plans to manage output and costs on a variety of planning projects.
7. Uses management systems and tools (example: web based planning systems) to determine, assign, and recommend approval of plans.
8. Develops and delivers training of staff at the state and local levels on new and existing federal guidelines, regulations and policies.
9. Meets with county commissioners, county emergency managers, state and federal agencies and other local officials on issues related to planning and projects.
10. Functions in various roles during situations requiring response under the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS).

Position Requirements

1. Requires three years of experience in planning, implementing and monitoring activities relevant to emergency management and/or hazard mitigation programs. **Strong preference** will be given to applicants with previous local emergency management experience.
2. A degree in emergency management, public administration, or closely related field may be substituted for a **MAXIMUM** of 2 years' experience (two years education for one year experience). **A minimum of one year experience is required.**
3. Requires a valid driver's license, obtaining and maintaining a secret security clearance and obtaining Emergency Manager Certification within 18 months of hire.
4. Desire a background in emergency management, preferably at the county level;
5. Effective interpersonal communications and organization skills with ability to work independently; and
6. Ability to read and interpret technical materials and make sound assessments.

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Environmental Scientist IV

Kansas Division of Emergency Management (KDEM) - Topeka, KS

Requisition #178999 - Open until November 17, 2014 - Job Summary: Unclassified, Full-Time, 40 hours per week, \$26.98 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: This position assists in the, planning, developing and organizing all phases of the nuclear programs within the respective program guidelines. This position is responsible for the day-to-day supervision of the Technological Hazards section within KDEM, which includes a staff of five. Dealing with dynamic hazardous substance release scenarios and complicated multi-disciplinary planning documents, the employee is expected to recognize when more than one solution or approach may be applicable. The employee is responsible for applying a high degree of independent judgment to respond to technical issues associated with complicated emergency situations. The employee must routinely exercise resourcefulness, sound judgment, and discretion to assess or recommend mitigation, training, exercise, response or recovery strategies associated with such scenarios. Serves as Staff Duty Officer for both Technological Hazards and natural hazards.

How will I be screened? (Required Qualifications): Graduation from an accredited four year college or university with a bachelor's degree or higher in environmental, agricultural, or natural sciences/resources and four years of experience in a field of environmental/agricultural sciences or natural sciences/resources. Additional experience in the biological sciences, agricultural sciences, physical sciences, natural sciences/resources, mathematics or engineering may be substituted for the required education as determined relevant by the agency. Required to complete Pressurized Water Reactor II course within two years of employment. Requires completion of IS-100, 200, 700, and 800; hazardous materials response awareness level training; hazardous waste operations and emergency response (HAZWOPWER); Emergency Planning, Exercise Design courses

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within one year of employment. Minimum two years supervisory experience with oversight of three or more persons; preferred supervisory experience of three to five years.

Preferred Applicants: Preferred successful completion of a minimum of 20 hours of college coursework in physical sciences (i.e. chemistry, fire science, biology, geology, microbiology, physics); background in regional and community planning, computer-aided management in emergency operations (CAMEO) and plume modeling software; possess good communication and sound writing skills.

Law Enforcement Officer JFHQ – Security - Topeka, KS

Requisition #178897 - Open until filled - Job Summary: Unclassified, Full-Time, 40 hours per week, \$16.25 an hour with shift differential of \$.50 an hour for a total hourly rate of \$16.75 per hour. **Work hours:** Saturdays - Wednesdays, 3:45 pm - 11:45 pm. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: This position provides armed security base-wide, performs access control, asset protection & surveillance monitoring, and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

How will I be screened? (Required Qualifications): Graduate of Kansas Law Enforcement Training Academy or another state's equivalent training program, with current LEO certification. High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

Resource Protection Officer Joint Forces Headquarters Complex – Topeka, KS

Requisition #178893 - Open until filled - Multiple Positions –Job Summary: Position is a full-time, unclassified, state position, \$14.11 per hour with a shift differential or \$.50 for a total hourly rate of pay of \$14.61 an hour. **Work schedule** is Wednesdays - Sundays, 3:45 pm - 11:45 pm. This position is eligible for all benefits offered to State of Kansas employees. This position is open until filled so get your application in as soon as possible.

Job Description: The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

How will I be screened? (Required Qualifications): High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

Preferred Applicants: Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. (**Applicants must designate armed security on employment application.**)

Resource Protection Officer – Temporary 999 Hour Position Joint Forces Headquarters Complex – Topeka, KS

Multiple Positions –

Job Summary: Position is a temporary 999 hours per year, unclassified with NO benefits, state position, and \$13.61 per hour. Work schedule to be determined. This position is open until filled so get your application in as soon as possible.

Job Description: The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

Minimum and Preferred Qualifications: High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. (**Applicants must designate armed security on employment application.**) Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.